



Data Protection Privacy Notice: members of the University Court (Trustees); external members serving on University committees (Co-opted Members); and external applicants seeking appointment to the University Court or committees [v1.0]

Introduction

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation. This privacy notice relates to individuals in the categories of:

- members of the University Court (Trustees);
- external members serving on University committee (Co-opted Members); and
- external applicants seeking appointment to the University Court or its committees.

The Legislation

The General Data Protection Regulation (GDPR) is a new piece of legislation in force from 25 May 2018 which regulates how organisations are allowed to use personal data. This notice is intended to meet the transparency requirements of GDPR and to ensure that all individuals in the categories above know how their data will be processed.

Who will process my personal information?

Under data protection legislation the University is the 'data controller'. This means that the University is responsible for how it uses and processes your personal data and for complying with requests from you in relation to your personal data, where appropriate under the legislation.

How we use your information

We have set out below the main purposes for which we will use your information and who it is shared with. For each type of processing we are required, under GDPR, to identify our 'lawful basis for processing'. This is set out in Appendix A.

Is my data secure?

Your personal data will be managed securely. Access will be restricted to only those staff or authorised agents who require it and on a 'need to know' basis. The University will employ any technical and organisational measures necessary to protect your data. You can find more information about our [Information Security policies](#) on our website.

Keeping information updated

The University strives to ensure that your personal data is accurate and up-to-date. Trustees also have a responsibility to advise appropriate University staff of changes to their contact information and relevant interests. In addition, you should advise the University of any inaccuracies in the personal data held about you.

Retention of Personal Data

The University will retain your personal data only for as long as is necessary for the purposes described. For external applicants seeking appointment to the University Court or committees, these

are outlined in the relevant sections below. For Trustees and Co-opted Members this information is set out in the relevant retention schedule available on the website. Please note that, following the end of your term of office as a Trustee or Co-opted Member, we may be required to hold your personal data for a period of time to satisfy statutory reporting/legal obligations and/or to meet administrative requirements. Limited, anonymised information may also be retained to allow the University to perform statistical analyses, e.g. Court gender balance over multiple years.

External applicants seeking appointment to the University Court or committees:

The University may, from time-to-time, seek expressions of interests from individuals, both directly and via open recruitment processes, for vacancies arising on the University Court or amongst the committees of the University.

Should you wish to submit an expression of interest for any such vacancy, you will additionally need to supply further personal information in the form of contact details, a CV, and a covering letter. You will also be prompted to complete an Equalities Monitoring form. Equalities Monitoring data is not shared with any individual involved in shortlisting or appointment decisions but will be used only for anonymised statistical analyses. Equality information helps the University meet its statutory obligations and its ambitions as a people-oriented and socially progressive institution. Although this form must be filled-in, you will always have the option to select 'prefer not to say' in response to each question.

If you submit an expression of interest, we will communicate with you using the contact email address or contact telephone number that you have provided. Any information you supply will be shared internally for the purposes of the recruitment exercise. This includes members of the University's Strategy & Policy Directorate (as necessary for administrative purposes) and members of the University Court's Court Membership Group (in order to undertake an appropriate shortlisting exercise).

We will process the information within your CV and any supporting material as part of the process as well as additional details provided by any referees or recorded during an interview process. This information will be used to assess your application and make a decision regarding your suitability for the role of Trustee or Co-opted Member.

The University will only share your data with third parties to the extent that this is essential for the completion of the recruitment process. This could mean: liaising with external recruitment agencies, with whom the University is working in partnership; contacting referees, if you are identified as the preferred candidate (or sooner if you have consented for this to happen); as well as any due diligence checks to confirm that you are a fit and proper person to undertake the role of Trustee.

If you are successful in your application, your data will be used as set out below in the section for Trustees and Co-opted Members. If your application for appointment is not successful, the University will normally retain your application data for 18 months following the completion of the recruitment process.

Following this 18-month period, your personally-identifiable information and any documents that you have uploaded (CV and covering letter) will be destroyed. However, anonymised information may be retained so that the University can monitor the number of applicants, as well as the equality monitoring characteristics of these applicants.

Trustees and Co-opted Members:

Where do we obtain information from?

We obtain personal data about you from your original application (this includes references from individuals you may have listed on your application); or from interactions during your time as a University Trustee or Co-opted Member (e.g. any updates you make to your personal details, biography, equality and diversity information, or Register of Interests)

What information about you do we collect and use?

When you become a Trustee or Co-opted Member the personal data we hold will consist of the information provided in your application and other additional information added during the course of your term of office. This information may be held in different locations, depending on your engagement with other areas of the University or the business function of that area. Personal information may be held in electronic or hard copy format on various University systems relating to:

- personal and contact information (including emergency contacts and date of birth);
- education records (including qualifications, skills and personal statements);
- provision of, access to and use of IT systems and information;
- employment and training details;
- references;
- biographical information and positions held or significant interests in external organisations;
- financial information (e.g. for reimbursement of expenses);
- records of attendance at meetings;
- visual images;
- contributions made in meetings, as recorded in formal minutes;
- health and safety.

'Special category' personal data and criminal conviction data is also processed, where it is necessary and lawful for us to do so. In most cases for special category data, listed below, you have the option whether or not to provide this information (or the option to choose 'prefer not to say'). This data is subject to additional protections and refers to data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- physical or mental health;
- sex life or sexual orientation;

NB data relating to criminal convictions and offences is subject to stringent processing requirements and is only processed when appropriate in accordance with the law.

Why do we collect and use your personal data?

The University collects, holds and uses a wide range of information about you for various reasons including:

- communications necessary to the role of a Trustee or Co-opted Member (e.g. circulation of papers, announcements, invitations to University events, etc.);
- ensuring you are a fit and proper person to hold a Trustee or Co-opted Member position;
- administrative and financial management purposes;
- to meet our legal obligations and adhere to the requirements of good governance;
- recording attendance at committee meetings
- archiving purposes;
- general promotion of the University;
- ensuring health and safety (including monitoring);
- public safety and the prevention and detection of crime;
- ensuring equality of opportunity;
- equal opportunities monitoring.

Furthermore, the University has a legal duty to maintain a list of its Trustees and Co-opted Members, or third party key contacts who the University can contact in the event of (or in order to prevent) an emergency or significant loss or disruption affecting the safety or continued operation of the University.

Detailed information regarding the purposes for which we process your personal data and our legal basis for processing can be found in **Appendix A**.

Who do we share your data with?

In some situations the University is required to share your personal data with external organisations. Often this is where we have a statutory or legal obligation to provide information e.g. funders; regulators; pension administrators; insurers; auditors; ; investment management partners, or other organisations in the course of funding, accrediting or reviewing the quality of University activities.

Who has access to data?

Your information will be shared internally only with those individuals who require it in the course of their duties and only to the extent necessary. This will primarily include members of the Strategy & Policy Directorate, individuals with responsibility for committee management, staff in the Information Services Directorate (for the purpose of establishing IT access accounts), Communications and Events Management staff, and senior officers.

In addition to those listed above we also may share your data when requested by the following:

- relevant UK government departments, e.g. HMRC, Home Office, UK Visas and Immigration;
- Higher Education Statistics Agency (HESA). For more information on what HESA does with your personal data see the [HESA Staff Collection Notice](#).
- law enforcement agencies;
- relevant authorities dealing with emergency situations at the University;
- Scottish Funding Council;
- Scottish Government and Scottish Ministers;
- research funding bodies or bodies managing financial administration/monitoring of research funds, including research councils and EU funding bodies;
- professional, statutory and regulatory bodies e.g. Scottish Public Services Ombudsman, Office of Scottish Information Commissioner; Information Commissioner's Office; Health & Safety Executive;
- affiliated external providers of facilities/services you have chosen to utilise/receive, e.g. third party parking providers); and
- any other authorised third party to whom the University has a legal/contractual obligation to share data with.

Is my data made publicly available?

The names of Trustees will be made public along with photos (where provided) and some professional biographical information provided or approved by Trustees themselves. In addition, the University is required under the Scottish Code of Good Higher Education Governance to:

- maintain and publish a register of members' interests, suitably redacted to take account of data protection obligations;
- collect information on the balance of skills, attributes and experience of Court members to inform future recruitment and regular assessment of the balance of skills across the membership of Court; and
- publish minutes of the proceedings of Court meetings, suitably redacted, which may include contributions from individual Trustees.

Is my data transferred internationally?

Some personal data may be transferred internationally for example:

- information published on the University's website is accessible internationally;
- the University may engage third parties to provide systems/services which are hosted outside the European Union;
- in emergency situations for Trustees or Co-opted Members located outside the UK we may transfer data internationally where it is necessary to ensure your vital interests, e.g. contacting next of kin in medical emergencies; or
- if the University is engaged with international partners or organisations where regulatory requirements in other jurisdictions dictate a need for sharing of data on the University's legal Trustees.

Whenever we transfer data internationally we will make sure that appropriate safeguards are in place to protect your information and your rights to privacy.

What if you do not provide personal data?

Certain information, such as contact details and confirmation of fitness for office, have to be provided to enable both the University and Trustees/Co-opted Members to fulfil their respective duties. If you do not provide the required information, this will hinder the University's ability to fulfil its obligations under charity and company law.

How long do we retain your data?

Records containing the personal data of Trustees and Co-opted Members will be held by the University for a period of six years following the termination of an appointment. However, records documenting the conduct of business of a statutory committee (including agendas, minutes and supporting papers) must be held for the lifetime of the institution. These will contain the names of meeting attendees as well as a record of any personal contributions made at the meeting. Specific details are available in the University's retention schedules which can be accessed online via our website <https://www.strath.ac.uk/ps/strategyandpolicy/recordsmanagement/>

Your Rights

You have the right to:

- find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request. We may make a charge for additional copies of the same information;
- ask us to correct inaccurate or incomplete data.
- withdraw consent to process your personal data at any time, if you were asked for and provided consent.

If you think we are acting unfairly or unlawfully you can:

- object to the way we are using your data;
- complain to the [UK Information Commissioner's Office](#).

Under certain conditions you also have the right to ask us to:

- restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns;
- erase your information or tell us to stop using it to make decisions about you;
- comply with your wishes where you have previously agreed to us processing your data for a particular purpose and have withdrawn your consent to further processing;
- provide you with a portable electronic copy of data you've given us.

Please contact us if you wish to exercise/enquire about any of these rights.

Contact Details

Data Protection Officer
University of Strathclyde
Information Governance Unit
16 Richmond Street
Glasgow, G1 1XQ
Email: dataprotection@strath.ac.uk
Phone: 0141 248 3217

More information

To find out more about data protection and your rights please see:

- The Information Commissioner's Office website: <http://www.ico.org.uk>.
- The University's Data Protection webpages <http://www.strath.ac.uk/dataprotection/>

Appendix A

No	Purpose	Lawful basis	Special category data
	Applications and Appointments to Court or its Committees		
	Responding to enquiries	Consent	
	Unsolicited applications for Court or Committee membership (due to the cyclic nature of vacancies arising, data may be retained for consideration as part of the next recruitment cycle)	Consent	
	Unsuccessful application for Court or Committee membership (including references and equal monitoring info)	Legitimate interest; legal obligation	Substantial public interest
	Shortlisting/ interview outcomes	Legitimate interest; legal obligation	
	Sharing data with third party recruitment agency partners (where a formal agreement exists)	Legitimate interest	
	Trustee and Co-opted Member administration, management and legal purposes		
	Management and administration of Trustees/Members (including contact details, images, relevant interests, etc.)	Public task; legal obligation	Substantial public interest
	Equality of opportunity monitoring and complying with requirements under legislation	Public task; legal obligation	Substantial public interest
	Sharing data with third parties: funders, regulators, pension administrators; insurers; auditors; recruitment agencies; investment management partners, or other organisations in the course of funding, accrediting or reviewing the quality of University activities	Public, legal obligation; legitimate interests	Substantial public interest
	Accounting and financial processes: payment of expenses, anti-fraud checks	Public task; legal obligation	
	Provide training and development opportunities and record achievements	Public task, legal obligation	
	Providing facilities including IT services, verification processes and events	Public task	
	Organising travel, including travel abroad	Public task; legitimate interest	

	Management and use of estate services, e.g. car parking, access to buildings	Public task, contract	
	Communications to Trustees and Co-opted Members, including surveys and announcements	Public task; legitimate interest	
	Defending University in case of legal proceedings	Legal obligation, legitimate interests	Establishment, exercise, defence of legal claims
	Updating and publishing a Register of Interests of Trustees	Legal obligation	
	Promotion of the University, e.g. press releases/images (moving and still)	Legitimate interests – promoting the University Consent	
	Safety, security and prevention and detection of crime		
	Operation of CCTV system	Legitimate interests	
	Control of access to buildings/facilities	Public task; legitimate interests	
	Issuing of identification/access cards/parking permits	Public task	
	Health and safety monitoring, reporting and compliance	Legal obligation	Obligations in field of employment and social security and social protection law; substantial public interest;
	Disclosing information to emergency contacts and/or third parties in emergency situations	Vital interests of the data subject or another person	Vital interests of the data subject or another person
	Where we must comply with a legal obligation	Legal obligation	Substantial public interest
	Fulfilling statutory reporting requirements, e.g. Higher Education Statistics Agency (HESA). See HESA's Collection Notices and Privacy Information .	Legal obligation	Substantial public interest
	Archiving and research		
	Retention of promotional materials and other records of University life, including images	Public task; legitimate interests	
	Retention and archiving of records documenting the conduct of statutory and non-statutory committees of the University: agendas, minutes, and papers	Public task; legal obligation; legitimate interests	